

### Services Summary

(Please limit responses to one word or short phrases. This information will be used in the compilation of a statewide master chart for parents and local school districts/PSAs.)

Name	<b>Professional Training Concepts, Educational Services or PTC, Consulting</b>
City and County	<b>All Michigan Schools</b>
Proposed location of service delivery	<b>Present site locations: (call 269.473.3930 for the nearest site) Berrien Springs, Benton Harbor, Covert, Kalamazoo, Flint, Muskegon.</b>
If service delivery is not at the student's school, is transportation provided, and if yes, is there a separate fee? (Note: Districts are not required to provide or pay for transportation.)	<b>No</b>
Services period start and end date for 2003-04	<b>October 2002-May 15, 2003</b>
Service Area	<b>All Michigan Schools</b>
Type of certification/qualification of instructors	<b>Elementary Professional Continuing 30 hr Certificate: K-8 all subjects, 9<sup>th</sup> science</b>
Individual or small group (maximum # in small group)	<b>Individual</b>
Length of each tutoring session	<b>30 mins -1 hour</b>
Number of sessions per week	<b>3 hours recommended</b>
Cost per session	<b>\$15.00 per half hour</b>
Grade levels served	<b>K-12th grade</b>
Tutoring available in Reading and/or Math	<b>Yes</b>
Title of tutoring curriculum/program utilized	<b>PTC Student Mentorship Program</b>
Evidence of program effectiveness	<b>Yearly evaluation outcomes and student proficiency exams.</b>
Specifics of reporting to district, parents, and teacher(s)  (format, frequency, method of communication)	<b>Weekly Mentor Reports Quarterly Teacher Responses 4 Progress reports to Parents each year 4 Report card reports to Parents each year</b>
Description of services available to diverse populations (i.e., special needs, specific languages)	<b>For the past 11 years, PTC philosophies and methodologies have worked in collaboration with Title I, At-risk programs, Special Education, and the Local School Improvement Program to provide educational and family life supplemental services for students and their parents.</b>
Other information:	<b>PTC Best Practice Criterion and Partnership Initiative</b>